

MEMORANDUM of UNDERSTANDING
to
OFFER CONCURRENT ENROLLMENT COURSES
Academic Year 2021-2022

Under the terms of this Memorandum of Understanding (MOU), College/University and High School agree to allow high school students to enroll in college/university courses offered on the _____ Campus.

Authority to offer Concurrent Courses

Arkansas Statute [6-18-223](#) authorizes Arkansas High School students to enroll in college/university courses to earn credit that will be applicable to a college degree and concurrently to a high school diploma.

The Concurrent Enrollment Policy of the Arkansas Higher Education Coordinating Board ([AHECB Policy 3.15](#)) includes guidelines for establishing and maintaining concurrent courses, but not limited to, requirements for faculty teaching concurrent courses, ownership by the College/University for the courses offered at the high school, eligibility of students, and funding of the concurrent program.

Approval

As a program approved by the Arkansas Department of Higher Education (ADHE) or the National Alliance of Concurrent Enrollment Partnerships (NACEP), the High School Concurrent Program adheres to requirements of the Arkansas Higher Education Coordinating Board (AHECB) to offer concurrent courses.

All Arkansas colleges and universities offering concurrent courses will submit concurrent-related data and information to ADHE.

Oversight of Concurrent Courses

The college/university administration will be responsible for all aspects of the concurrent course, including hiring/designating an Institutional Concurrent Coordinator, and participating in the faculty selection, orientation, and evaluation processes (See 3.15.4 "Concurrent Course Ownership").

Contact Person

The College/University Concurrent Enrollment Coordinator will be the contact for the concurrent enrollment partnership. The high school will provide a Concurrent Liaison/Coordinator to serve as the High School contact for the partnership.

College/University Concurrent Enrollment Contact Information:

Name:

Title:

Phone Number:

E-mail Address:

Course Location/Classroom Arrangements

- Courses offered for concurrent credit may be taught on the high school campus, college campus, or via distance technology.
- For the course to be identified as a concurrent course, 51% or more of the students must be enrolled for concurrent credit.
- Students in classes with a mixed population of concurrent and non-concurrent students must meet the same requirements for completion of the course, whether or not the student is simultaneously registered for college credit.
- It is expected that one course will be offered in each classroom used for concurrent courses, and a concurrent-qualified teacher is teaching the course.
- Concurrent courses offered online will be monitored by a concurrent-qualified instructor.
- It is understood that a high school may have a concurrent agreement with more than one college/university; however, there should not be unnecessary duplication of college course offerings.

Note: If there is not agreement among multiple institutions offering college courses at one high school/school district, the college/university seeking clarification on the implementation of the concurrent enrollment policy must contact the ADHE Director in writing and follow the AHECB Policy Off-Campus Instruction Policy-Criteria for Conflict Resolution.

Student Requirements for Concurrent Courses Listed in ACTS

- Minimum ACT composite score of 19 (or equivalent test score)
 - Minimum ACT Reading score of 19
 - Minimum ACT Math score of 19
 - Minimum ACT English score of 19
- GPA of 3.0 or higher
- Classification as a High School Freshman, Sophomore, Junior or Senior.

Student Requirements for Career and Technical (CTE) Concurrent Courses (Flexible Admission Option)

Minimum ACT Reading score of 19* or equivalent assessment	No required GPA	No recommendation required
Minimum ACT Reading score of 17* or equivalent assessment	GPA of 2.7 or higher	No recommendation required
Minimum ACT Reading score of 16* or equivalent assessment	GPA of 2.0 or higher	A recommendation from concurrent credit course instructor endorsed by guidance counselor. No more than 1 concurrent course per semester. Must successfully complete a course with a grade of "C" or better to enroll in subsequent concurrent courses.

Concurrent Course Listings

Please identify the concurrent courses that will be offered in the formatted table below.

High School Course Number (ADE Smart Core)	High School Course Name (ADE Smart Core)	College/University Course	College/University Course Number	ACTS Course Number	# of College Credit Hrs.	High School Units
410000	English 10	English Composition I	ENG 101	ENGL 1013	3	1

EXAMPLE